

LCLS Directorate - Work Scope Authorization



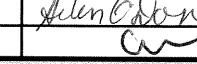
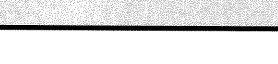

WBS No:	1.1.1	WBS Title:	Directorate Management				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$1,043	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition:

This WBS covers the management staffing costs for the LCLS Directorate Office who are responsible for the overall leadership and direction of the LCLS Directorate. This includes all planning, organizing, directing, controlling, and reporting on the status of the Directorate, including; establishing and authorizing Directorate management plans, quality assurance plans, configuration management plans, performance measurement and assessment plans, and budget plans. Also included is overall integration of the Business Office, Accelerator Systems Division, Engineering and Physics Division, Strategic Project Division and the Experimental Facilities Division to meet the overall scientific mission and performance goals of the LCLS Directorate.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: SSRL, LCLS Directorate, LCLS Experimental Facilities

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichenadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09

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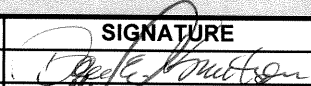
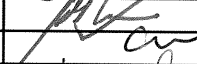
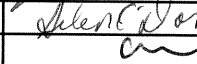


WBS No:	1.1.2	WBS Title:	Directorate Administration				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$211	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition:

This WBS covers the administrative staffing costs for the LCLS Directorate Office. It includes the LCLS Executive Administrator, and centralized administrative support responsible for Directorate administration tasks, including general office support and consumable management, telecommunications and video conferencing support requests. The LCLS Executive Administrator and staff are responsible for direction and compliance with laboratory policies for travel, meeting and conferences, personnel, and petty cash expenditures.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Directorate

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09


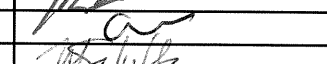



LCLS Directorate - Work Scope Authorization

WBS No:	1.1.3	WBS Title:	ES&H Management & Coordination				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$252	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Michael Scharfenstein		

Scope Definition: This WBS covers the ES&H costs for the LCLS Directorate Office which provides safety oversight for the LCLS Directorate. It also includes directorate-wide support for safety reviews, coordination and preparation of safety assessments and authorizations, safety oversight, environmental protection and restoration, waste management, personal safety and health, and fire/emergency protection systems. Also included are contract costs for specialized services as required.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Directorate

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2/2/09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Michael Scharfenstein		2/2/09
LCLS Business Manager	Cindy Lowe		2/2/09

LCLS Directorate - Work Scope Authorization

WBS No:	1.1.4	WBS Title:	Work Planning & Control				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$0	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Cindy Lowe		

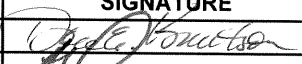
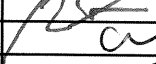
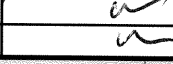
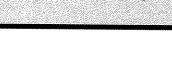

Scope Definition:

This WBS covers the Work Planning and Control (WP&C) costs for the LCLS Directorate Office. It includes the LCLS WP&C staff to develop, maintain and document the LCLS Directorate WP&C process, which includes:

- Capturing the scope of work
- Supporting identification & analysis of hazards
- Identifying controls, including required permits
- Preparation of authorizing documentation for line management approval
- Improving communication of hazards & controls to affected workers
- Providing a mechanism for worker feedback, both as lessons-learned and process improvements

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: Not Applicable - No SLAC Labor Charges

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Cindy Lowe		2/2/09
LCLS Business Manager	Cindy Lowe		2/2/09

LCLS Directorate - Work Scope Authorization

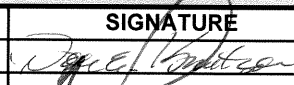
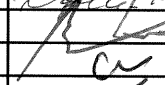
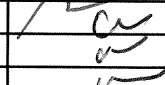
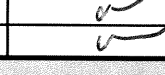

WBS No:	1.1.5	WBS Title:	Special Projects Support				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$131	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Cindy Lowe		

Scope Definition: This WBS covers the management staffing costs for the LCLS Directorate Office who are responsible for the special projects directed by the LCLS Directorate. These special projects are typically short-term assignments to organize or manage specific organizational issues such as; integration projects, start-up, and /or reorganization projects.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Engineering and Physics

APPROVALS:

	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2/2/09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Cindy Lowe		2/2/09
LCLS Business Manager	Cindy Lowe		2/2/09

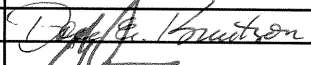
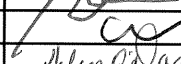
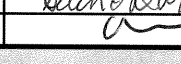
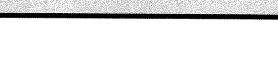

LCLS Directorate - Work Scope Authorization

WBS No:	1.2.1	WBS Title:	Professional Development				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$54	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition: This WBS covers centralized costs for training and professional development not covered by funds from the Staff Training Assistance Program.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: Not Applicable - No SLAC Labor Charges

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09


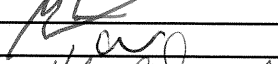
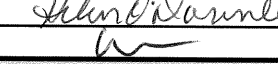
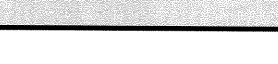

LCLS Directorate - Work Scope Authorization

WBS No:	1.2.2	WBS Title:	Travel				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$334	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition: This WBS covers centralized travel costs for LCLS representatives to attend conferences and meetings not specific to individual WBS work scopes.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: Not Applicable - No SLAC Labor Charges

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichenadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09

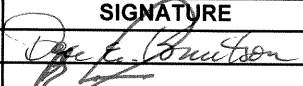

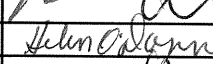
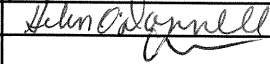

LCLS Directorate - Work Scope Authorization

WBS No:	1.2.3	WBS Title:	Office				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$184	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition: This WBS covers centralized costs for consumables and services including office supplies, office furniture and fixtures, minor space modifications, and cell phones.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: Not Applicable - No SLAC Labor Charges

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09

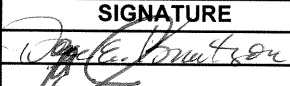
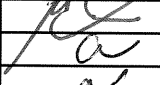
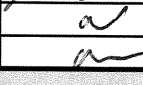
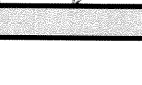

LCLS Directorate - Work Scope Authorization

WBS No:	1.3.1	WBS Title:	Business Office Management				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$235	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:	Cindy Lowe			

Scope Definition: This WBS covers the management staffing costs for the direction of the LCLS Business Office.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Directorate

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichenadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Cindy Lowe		2/2/09
LCLS Business Manager	Cindy Lowe		2/2/09

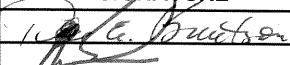
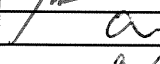
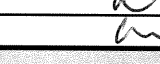
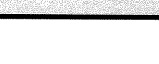

LCLS Directorate - Work Scope Authorization

WBS No:	1.3.2	WBS Title:	Finance				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$560	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Cindy Lowe		

Scope Definition: This WBS covers the Finance Office for the Directorate providing financial analysis, cost control and funds management. Tasks include: opening/closing charge numbers, review and approval for budget of employment and purchase reqs, review of pcard transactions, preparation and maintenance of budgets/forecasts, interface with the CFO and other directorate planners, download and transmission of the cost files to Cobra, preparation of standard and ad hoc financial reports as required

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Directorate

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Cindy Lowe		
LCLS Business Manager	Cindy Lowe		


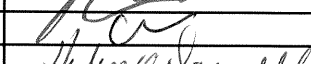
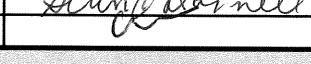


LCLS Directorate - Work Scope Authorization

WBS No:	1.3.3	WBS Title:	Human Resources				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$65	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Helen O'Donnell		

Scope Definition: This WBS covers the costs directly charged to the LCLS Directorate for recruiting and hiring employees including employment advertising and visa related charges.

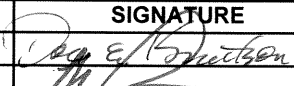
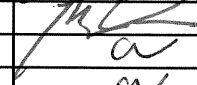
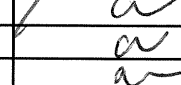
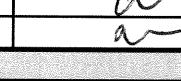
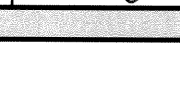
Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: Not Applicable - No SLAC Labor Charges

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichanadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Helen O'Donnell		2-2-09
LCLS Business Manager	Cindy Lowe		2/2/09

LCLS Directorate - Work Scope Authorization

WBS No:	1.3.4	WBS Title:	Project Management Control Systems				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$282	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:	Cindy Lowe			
Scope Definition:	This WBS covers the costs for staffing the project controls team which works principally on the strategic projects as well as the directorate budgeting in general. Work includes the labor for employees and outside contractors with related travel.						
Profile of Fund Sources:	Linac Operations						
Profile of Performing Orgs:	LCLS Directorate						

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2-2-09
LCLS Deputy Associate Laboratory Director	Mark Reichenadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Cindy Lowe		↓
LCLS Business Manager	Cindy Lowe		↓

LCLS Directorate - Work Scope Authorization

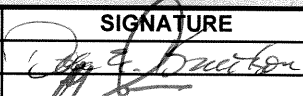
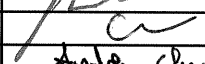
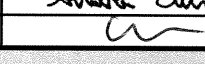
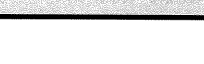

WBS No:	1.3.5	WBS Title:	Information Technology				
Period of Performance:	10/1/08 - 9/30/09	Total Budget \$K:	\$630	Rev No:	0	Date Last Revised:	1/23/09
WBS Manager:	Cindy Lowe		Account Manager:		Andrea Chan		

Scope Definition:

This WBS covers the administrative computing for LCLS Directorate which includes desktop support, and hardware and software purchases. Key areas of work are 1) developing database applications for LCLS engineering, operational, and experimental user needs. 2) Adopting and optimizing for LCLS Directorate the infrastructure provided by the lab. Strategize with LCLS and Lab management on the lab's computing direction. This work includes the effort to achieve the directorate strategic goals and milestones. For FY09, the LCLS strategic milestones are: 1) Database applications serving LCLS accelerator configuration control and operational needs, experimental user proposal and beam time scheduling. 2) Management of LCLS internet, intranet and extranet web space. 3) Enhance collaboration and document management tools. 4) Automate computer software life cycle management.

Profile of Fund Sources: Linac Operations

Profile of Performing Orgs: LCLS Directorate, OPS Computing Services

APPROVALS:			
	NAME	SIGNATURE	DATE
LCLS Associate Laboratory Director	Dale Knutson		2/2/09
LCLS Deputy Associate Laboratory Director	Mark Reichenadter		2/2/09
WBS Manager	Cindy Lowe		2/2/09
Account Manager	Andrea Chan		2/3/09
LCLS Business Manager	Cindy Lowe		2/2/09